

# CITY OF MILWAUKIE

## CLASSIFICATION: ENGINEERING DIRECTOR

Department: Community Development/  
Location: Johnson Creek Blvd.  
Category: 1-Officials & Administrators

Grade Number: 21 (31)  
Management, Supervisory Confidential Group EEO

FLSA: Exempt

### DESCRIPTION:

Plans, directs and administers all activities related to Engineering. Coordinates with Public Works and other city departments to ensure that the City delivers high quality utility services. Evaluates and defines department programs, policies, and budget proposals. Oversees engineering staff and related contractors and is responsible for high-level oversight of city-wide engineering projects.

This position works under the general supervision of the Community Development Director. As a member of the Department Manager's team, this position provides input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Division.

### DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to Engineering. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Develops workplans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Represents the City in discussions with other jurisdictions, developers, and the public.
5. Oversees design and specifications for major public works projects. Assigns project managers and monitors all engineering capital projects to ensure budgetary compliance, administrative procedure compliance and timely completion. Coordinates capital construction with Public Works staff.
6. Oversees development of intergovernmental agreements and approves professional service contracts for supplementing staff work programs.
7. Works with Public Works to develop the Capital Improvement Program-the city's plan to accommodate additional capacity and to replace and maintain long-term public utility investments. Develops master plans for the City's utilities, and assists in implementing those plans through the City's Capital Improvement Program consistent with the Comprehensive Plan.
8. Oversees the City's utility rate-setting process, and ensures that the City reviews its rate structure for the water, sewer, and storm utilities on a regular and periodic basis. Reviews and proposes new financing structures, as needed, to implement the Capital Improvement Program.
9. Represents or oversees others representing Milwaukie in regional forums to ensure that Milwaukie receives a fair hearing on proposed projects and effectively communicates progress on existing projects. Attends workshops, conferences, and civic affairs to discuss projects and solicit support.
10. Reviews and updates City specifications, policies and guidelines as they relate to private development projects and city projects.
11. Ensures compliance with Federal and State regulations.

12. Serves as a member of various citizen and staff committees as assigned. Attends and participates in community and neighborhood meetings.
13. Provides professional advice to supervisors and other officials; makes presentations to supervisors, the City Council, boards, commissions, civic groups and the general public.
14. Prepares and writes grant application components relating to engineering and public works capital construction projects.
15. Maintains positive public relations with customers and is responsive to customer needs.
16. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
17. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Bachelors degree from an accredited college or university with a degree in Engineering, public or business administration or; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) At least five (5) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.
- iii) Project Management Certification is not required, but preferred.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Skill to effectively supervise and motivate staff.
- iv) Ability to understand civil engineering principles, practices and methods as applicable to a municipal setting.
- v) Ability to develop goals and long range planning for department.
- vi) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- vii) Ability to prepare and analyze comprehensive and technical reports.
- viii) Ability to manage multiple projects often within tight timeframes.
- ix) Ability to make effective presentations.
- x) Ability to exercise sound judgment in evaluating situations quickly and objectively and to recognize actual and potential conflict situations and to determine proper course of action.
- xi) Skill in arriving at cost estimates on complex projects.
- xii) Ability to establish and maintain effective working relationships.
- xiii) Ability to work as a team member and to cultivate a team climate.
- xiiii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.
- c) Professional Engineer (PE) certification is required.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, data base and computer aided design software, standard drafting tools, surveying instruments and mobile radio.

5. **Supervision:**

- a) This position has full scope of supervisory responsibility over assigned staff.
- b) Operates under the general direction and supervision of the Community Development Director.

6. **Communications:**

- a) Has frequent contact with staff, vendors, members of other government entities and some communication with elected officials.
- b) The communications are often complex and may be confidential.

7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing site inspections.
- c) Evening meetings are required.
- d) Responds any hours to emergency situations.

9. **Resource Accountability:**

- a) This classification has budgetary authority and is responsible for the budget of the division which is a significant portion of the City's budget.
- b) Has planning responsibility for the City's infrastructure.
- c) Manages extensive databases and contracts.
- d) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 11/01/02  
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